

AFGE Local 928 Officer Duties and Responsibilities

(As documented and distributed by the AFGE National Office)

Officer	Duties/Responsibilities
President	<p>The Local President – in addition to performing the duties spelled out in the National/Local Constitution and Bylaws</p> <ol style="list-style-type: none"> 1. Shall exercise general supervision over the affairs of their local; 2. Shall comply with the National and Local Constitution. Further, the Local President shall keep the membership apprised of the goals and objectives of the Federation. 3. Shall plan and chair membership meetings and Executive Board meetings; 4. Shall set specific goals for the year with input from other officers. 5. Shall approve a budget, in consultation with other officers that supports and reflects specific goals for the year. 6. Shall approve all expenditures. 7. Shall develop new leadership within the Local. 8. Shall operate as a member of a team as well as lead that team. Share information with other officers (e.g., mailings from AFGE National Office). 9. Shall assume direct responsibility for recruitment and external organizing. 10. Shall make worksite visits, getting members involved in the union through mobilization. 11. Shall provide a communication link between the members and the National Office. 12. Shall execute all Local programs as established by the membership. 13. Shall represent the Local to the employer, community leaders, and the media. 14. Shall have a working knowledge of the Local’s collective bargaining agreement. 15. Shall supervise collective bargaining as needed. 16. Shall supervise all grievances. 17. Shall delegate some of the above duties to other Officers.
Vice-President	<p>The Vice-President – in addition to performing the duties spelled out in the Local Constitution and Bylaws</p> <ol style="list-style-type: none"> 1. Shall act as backup to the President in the duties outlined above. 2. Shall act as the Chief Steward. 3. Shall act and carry out all employer directed moves

	<p>communicating them to the bargaining unit members.</p> <ol style="list-style-type: none"> 4. Shall work as a member of the Local Officers' team and on the E-Board. 5. Shall be responsible for organizing and recruiting new members. 6. Shall perform other duties as assigned by the President.
Secretary	<p>The Secretary – In addition to performing the duties spelled out in the National/Local Constitution and Bylaws</p> <ol style="list-style-type: none"> 1. Shall maintain a current record of Local membership. 2. Shall record minutes of all Local meetings. 3. Shall maintain files and handle correspondence. 4. Shall inform the President of changes in National and/or District procedures. 5. Shall remind the President of items for agendas or meetings. 6. Shall cooperate with other officers in furnishing proper reports to the government. 7. Shall work as a member of the Local Officers' team and on the E-Board. 8. Shall make worksite visits, share responsibility for organizing and recruiting new members. 9. Shall ensure all minutes are retained in the Local's files for perpetuity (indefinitely). 10. Shall perform other duties as assigned by the President.
Treasurer	<p>The Treasurer – In addition to performing the duties spelled out in the National/Local Constitution and Bylaws</p> <ol style="list-style-type: none"> 1. Shall prepare the Local budget in consultation with E-Board for approval of membership. 2. Shall maintain financial records. 3. Shall maintain membership roster. 4. Shall report on finances to the Local. 5. Shall meet Department of Labor and IRS reporting requirements. 6. Shall arrange for the annual audit. 7. Shall maintain adequate bond coverage. 8. Shall manage the Local's assets. Invest Local funds consistent with sound accounting practices and policies of the Local. 9. Must ensure all expenditures are authorized, documented, explained, and reported. 10. Shall work as a member of the Local Officers' team and on the E-Board. 11. Shall perform other duties as assigned by the President.

The above duties and responsibilities are those outlined by our National AFGE Office, our National/Local Constitution, and our Local Bylaws.

